



MIAMI BEACH

Announcement of Open Position

NON CERTIFIED POLICE OFFICER (POLICE OFFICER TRAINEE)

\$1,543.55 BIWEEKLY SALARY

Open: 12/04/2006 9:00 A.M.

Close: 12/15/2006 5:00 P.M.

NATURE OF WORK

General work as a City sponsored student enrolled at a training academy or training school that is certified by the Criminal Justice Standards and Training Commission (CJSTC).

MINIMUM REQUIREMENTS

Applicant must be at least 19 years of age and be a high school graduate or its "equivalent" as the term may be determined by the Criminal Justice Standards and Training Commission (CJSTC). Fla. Stat. 943.13 (1) & (3);

Applicant must be a United States citizen prior to appointment. Fla. Stat. 943.13(2). Applicants who are not United States citizens must have applied for citizenship by application closing date of 12/15/2006.

Applicant must pass State guidelines as determined by the Florida Department of Law Enforcement for entrance into the police academy

Complete a course of basic recruit training approved by the CJSTC unless exempt and achieved an acceptable score on the officer concentration exam in accordance with Florida Statutes. Fla. Stat. 943.13(9) and (10).

Comply with Section 943.135, Florida Statutes, and CJSTC continuing training and education requirements. Fla. Stat. 943.13(11)

TO APPLY

APPLICATIONS FOR POSITIONS WILL ONLY BE ACCEPTED AT:

Miami Beach Police Department
Community Service Room 1st Floor
1100 Washington Avenue
Miami Beach, FL 33139

APPLICATIONS WILL BE ACCEPTED ON THE FOLLOWING DATES & TIMES

Monday 12/4, 12/11	9 am to 5 pm
Tuesday 12/5, 12/12	9 am to 9 pm
Wednesday 12/6, 12/13	9 am to 5 pm
Thursday 12/7, 12/14	9 am to 5 pm
Friday 12/8, 12/15	9 am to 5 pm
Saturday 12/9	9 am to 1 pm
Sunday 12/10	9 am to 1 pm

CLASS NO: 5011

UC NO: **06-CO-1-254**

EOE/AA/ADA/VET PREF

APPLICATION MAILING INSTRUCTIONS: All applications **must** be received by no later than 12/15/06 5:00 p.m. To the following address:

Miami Beach Human Resources & Risk Management Department
1700 Convention Center Drive
3rd Floor
Miami Beach, Florida 33139
Attn: Non Certified Police Recruitment

Applicants can use Certified Mail, however, **DO NOT REQUEST A RETURN RECEIPT.**

EMAIL AND FAXES ARE NOT ACCEPTED

EXAMINATIONS

PHYSICAL ABILITY TEST (PAT)

The Physical Ability Test (PAT) consists of five tasks. Applicants who do not pass the PAT may be given additional opportunities (at the applicant's expense). The PAT is administered at the Broward Community College Institute of Public Safety's Criminal Justice Testing Center (3501 Davie Road, Building 21; Davie, Florida, 33314; (954)201-6931)). **Applicants must register in person for the PAT Tuesdays through Fridays between the hours of 8:00 a.m. & 3:00 p.m.** The cost of the PAT is \$10.00 each time, which is the applicant's expense. Optional orientation sessions to the PAT are available on Thursdays, from 4:00 p.m. to 5:50 p.m.

The PAT will be administered on the dates listed below.

Monday, November 20, 2006 beginning at 8:45 a.m. and at 11:45 a.m.

Monday, November 27, 2006 beginning at 8:45 a.m. and at 11:45 a.m.

Thursday, November 30, 2006 beginning at 8:45 a.m.

Monday, December 4, 2006 beginning at 8:45 a.m. and at 11:45 a.m.

Thursday, December 7, 2006 beginning at 8:45 a.m.

Monday, December 11, 2006 beginning at 8:45 a.m. and at 11:45 a.m.

Thursday, December 14, 2006 beginning at 8:45 a.m.

Monday, December 18, 2006 beginning at 8:45 a.m. and at 11:45 a.m.

Thursday, January 4, 2007 beginning at 8:45 a.m.

Monday, January 8, 2007 beginning at 8:45 a.m. and at 11:45 a.m.

Thursday, January 11, 2007 beginning at 8:45 a.m.

The Criminal Justice Testing Center will provide immediate results to the applicant. **The applicant must submit those results to the City of Miami Beach Human Resources and Risk Management Department (1700 Convention Center Drive; Miami Beach, FL 33139) directly and they must be received by 5:00 p.m. on Friday, January 12, 2007, or the applicant will be disqualified.**

BEHAVIORAL ASSESSMENT PHASE (BAP)

A Behavioral Assessment Phase (BAP) will assess abilities that have been found to be important for candidates to have prior to becoming a Police Officer. Therefore, the areas that are being measured do not require any prior knowledge or experience in law enforcement. The BAP will present a series of incidents typically faced by Police Officers. You are to respond to these incidents by describing the actions you would take and describing the reasons for your actions. The incidents will be presented on videotape; your responses will be audio taped and scored by a panel of raters.

The BAP will be held on Monday, December 18, Wednesday, December 20, 2006 and Thursday, December 21, 2006. Walk in candidates will be assigned times when they apply. Mail in candidates will be assigned times after receipt of their application and will be contacted by the Human Resources and Risk Management Department to be notified of their assigned time.

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TEST OF ADULT BASIC EDUCATION (TABE)

The Test of Adult Basic Education (TABE), Level A, is designed to aide successful completion for the academic portion of the Police Academy. It is the most advanced level and has 200 questions. All applicants are required to complete the TABE, Level A, **OR** possess an Associate's degree or higher, **OR** have completed at least 60 credit hours at the college level. To pass the TABE, Level A, you must score an 11.0 on all sections. If you took and passed the TABE, Level A, with a score of 11.0 on all sections on or after November 19, 2005, you will not need to take the TABE, Level A, again. If you have completed at least 60 credit hours at the college level, or possess an Associate's degree, you do not need to take the TABE, Level A. However, proof of such must be provided to the Human Resources and Risk Management Department no later than January 12, 2007 or else candidates will be disqualified.

CRIMINAL JUSTICE BASIC ABILITIES TEST (CJBAT)

The Criminal Justice Basic Abilities Test, (CJBAT) consists of 125 questions, which the applicant will have 2 ½ hours to complete. Applicants must obtain at least a 70% to pass the CJBAT. **If you passed the CJBAT, on or after November 19, 2005, you do not need to take the test again. Applicants who have taken the CJBAT on or after November 19, 2005, can submit their results, at time of application.** If submitting CJBAT results after the close date, please bring them to the City of Miami Beach Human Resources and Risk Management Department, 1700 Convention Center Drive, Miami Beach, FL 33139. CJBAT results must be **received by 5:00 p.m. on January 12, 2007. Failure to meet this deadline will result in disqualification**

VETERAN'S PREFERENCE:

Completion of the Veteran's Preference Claim section is made on a voluntary basis and kept confidential in accordance with the American with Disabilities Act.

Listed below are the five Veteran's Preference categories.

1. A veteran with a compensable service-connected disability who is eligible for or receiving compensation, disability retirement benefits, or pension under public laws administered by the Veteran's Affairs and/or the Department of Defense, **OR**
2. The spouse of a veteran who cannot qualify for employment because of a total and permanent service-connected disability, or spouse of a veteran missing in action, captured in line of duty by a hostile force, or forcibly detained or interned in line of duty by a foreign government or power, **OR**
3. A veteran of any war who has served at least one day or more during a wartime era; and who was discharged or separated there from under honorable conditions from the Armed Forces. Active-duty for training is not allowable, **OR**
4. An employee in a covered position who leaves employment to serve in the Armed Forces and is separated with an honorable discharge and is reinstated within one year of the date of separation from the military service is entitled to veteran's preference on their first promotion following reinstatement, **OR**
5. The unremarried widow or widower of a veteran who died of a service-connected disability.

Documentation substantiating your claim must be submitted with this form (DD form 214 (Member-4) or Letter from the Florida Department of Veteran's Affairs or Department of Defense indicating service-connected disability) at the time of application in order to be eligible for Veteran's Preference Points. In addition, applicants claiming categories 1, 2, or 5 above must furnish supporting documentation in accordance with the provisions of Rule 55A-7.013, F.A.C. Under the State of Florida Veteran's Preference Law, preference in appointment shall be given by the State of Florida and its political subdivisions to those persons in categories 1 and 2 and then those in categories 3 and 5. Retired military personnel are eligible.

If any applicant claiming Veteran's Preference for a vacant position is not selected for the position, they may file a complaint with the Florida Department of Veteran's Affairs, P.O. Box 31003 St. Petersburg, FL 33731. A complaint must be filed within 21 days of the applicant receiving notice of the hiring decision made by the employer or within three months of the date the application is filed with the employer if no notice is given.

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THE CITY OF MIAMI BEACH IS AN EQUAL OPPORTUNITY/DRUG FREE EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF AGE, CITIZENSHIP*, PENDING CITIZENSHIP STATUS, COLOR, DISABILITY, MARITAL STATUS, NATIONAL ORIGIN, RACE, RELIGION, GENDER, OR SEXUAL ORIENTATION.**

*See Minimum Requirements Section for information regarding citizenship.

**The City of Miami Beach shall provide reasonable accommodations, due to any disability, for all applicants and employees. Please let us know as soon as possible if you require any special accommodations at the test(s) and/or interview.

EXAMS: Applicants must successfully complete each step in the process in order to be placed on the eligibility list.

RESULTS: Final examination results are mailed directly to the applicant's mailing address.

ELIGIBILITY LIST: The names of candidates who successfully complete the examination will be placed on an eligibility list for one year.

APPOINTMENTS: As vacancies are filled, Human Resources shall certify the names of the persons ranked highest on the eligibility list. The Appointing Officers will make selections from these names.

MEDICAL EXAMINATION: All applicants selected for hire must be physically able to meet job-related requirements based on a pre-employment, job-related physical examination as scheduled by the City. No one will be denied employment solely on the basis of their disability, and the City will make every effort to accommodate such disabilities in the work setting.

STARTING SALARY: Applicants are normally appointed at the entry-level dollar amount for the appropriate salary range.

PROBATIONARY PERIOD: Appointees serve an 18-month probationary period, which constitutes an on-the-job test.

BENEFITS: Excellent Pension Plan, 3 year D.R.O.P., longevity pay, shift differential, excellent medical, dental & life insurance, Vacation and Sick time, holiday pay, take home vehicle program,, uniform allowance, educational incentives, in-house fitness center.

PAY AND PENSION: Employees are paid by check every two weeks. Pay increases are granted on a merit basis within the pay range for the classification. Standard payroll deductions are made during the probationary period. After Regular status is attained, Fire and Police Pension System deductions commence.

ABOVE CONDITIONS APPLY UNLESS OTHERWISE NEGOTIATED

This position is represented by FOP (Fraternal Order of Police)

COMPLETE APPLICATIONS INCLUDE:

1. Complete Written Application
2. Complete Prescreening Questionnaire
3. Proof of U.S. Citizenship
4. High School diploma or equivalent
5. Copy of Social Security Card
6. Valid TABE results (if taken and passed on or after 11/19/2005) or diploma showing Associate's degree or higher, or transcripts showing 60 completed college credit hours
7. Valid CJBAT results (if taken and passed on or after 11/19/2005)
8. Proof of military veteran status (if applicable)

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